

February 14, 2017

**MINUTES OF A JOINT MEETING OF  
THE INSB FINANCE COMMITTEE  
AND THE INSB TECHNICAL COMMITTEE**

1. **CALL TO ORDER**

The Finance Committee and the Technical Committee of the Interoperability Network of the South Bay (INSB) convened in a joint session at 10:30 AM on Tuesday, February 14, 2017, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

2. **ROLL CALL**

**Finance Committee**

Libby Bretthauer, City of Manhattan Beach  
Julian Catano, City of Hawthorne  
Xochi Escutia, City of Hermosa Beach  
Clint Osorio, City of Gardena  
Jesse Reyes, City of Redondo Beach  
Eric Tsao, City of Torrance

Absent: Jerry Edwards, City of Torrance  
Brian Evanski, City of El Segundo

**Technical Committee**

Milton McKinnon, City of Hermosa Beach  
Ralph Mailloux, Cities of Gardena, Hawthorne and Manhattan Beach

Absent: Josh Armstrong, City of Hawthorne  
Chris Donovan, City of El Segundo  
Jerry Edwards, City of Torrance  
Debra Kochheim, City of Redondo Beach

**Also Present**

Ernest Gallo, City of Torrance  
Jeff Fukasawa, Commline  
Frank Faulk, Bearcom

3. **POSTING OF THE AGENDA**

Mr. Mailloux confirmed that the agenda for this meeting was posted according to Brown Act requirements.

4. **CONSENT CALENDAR**

4a. **Approval of Technical Committee Minutes – November 8, 2016**

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Continued due to lack of a quorum

4b. **Approval of Finance Committee Minutes – November 9, 2016**

**MOTION:** Ms. Bretthauer moved to approve the Finance Committee minutes of November 9, 2016 as written. The motion was seconded by Mr. Reyes and passed by unanimous voice vote, absent Mr. Edwards and Mr. Evanski.

5. **ACTION ITEMS**

5a. Review Updated Motorola Proposal - Five-Site System (Technical Committee)

5b. Discuss and Develop Recommendations on the List of Priorities for the INSB Governance Board's Approval:

1. Discuss site preparation requirements and identify readiness (Technical Committee)
2. Discuss and outline deployment plan options (Technical Committee)
3. Define and set deadline for system inventory/audit report (Technical and Financial Committee)
4. Discuss and prepare a list of "shovel ready" projects for funding (Technical and Financial Committee)

5c. Funding

1. Discuss expenses not covered by grants (Technical Committee)
2. Discuss Maintenance and ongoing expenses (Technical and Financial Committee)
3. Discuss grant funding opportunities (Financial Committee)
4. Discuss cash call and timing (Technical and Financial Committee)

Mr. Gallo shared information on his understanding of the parameters for conducting a joint meeting. It was noted that the Technical Committee lacked a quorum.

Mr. Mailloux provided background information on the Interoperability Network of the South Bay (INSB), including the formation of committees and the anticipated grants to fund the project.

The need to determine a cost allocation methodology for the \$5,000,000 Homeland Security Grant to be received and administered by the South Bay Regional Public Communications Authority, the recurring costs/eventual transfer of assets and the compilation of a budget were discussed at length.

Mr. Fukasawa noted that various items could be considered in determining cost allocations, such as the fact that Redondo Beach is contributing frequencies but not infrastructure.

Mr. Gallo recommended the development of a list of assets necessary to run the INSB, who acquired them and the annual recurring costs to maintain them. He pointed out that the INSB's joint powers authority (JPA) contains a cost allocation model; that the

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projects for individual cities and those for the INSB should be delineated; and that it is important to advise Ray Edy, who is acting as the grant administrator in looking for grants, as to projects that will need to be funded

Mr. Tsao suggested that a list of shovel-ready projects be compiled.

Mr. Mailloux stated his intent to distribute a list of shovel-ready projects composed by the South Bay Regional Public Communications Authority.

6. **REPORTS**

None.

7. **ORAL COMMUNICATIONS**

None.

8. **ADJOURNMENT**

The meeting was adjourned at 11:50 AM.